

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

VISITOR POLICY

Except on occasions such as athletic events, open house and similar public events; all visitors to a school will report to the school office when entering the school and will check in via the District Visitor Management System Procedure ([SAF-P011](#)). Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or designee. Visitor badges shall be issued for all persons other than students, employees of the school, or other District employees as indicated in ([SAF-P011](#)).

In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the grounds or into the school buildings during the hours of student instruction except students assigned to that school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises.

Persons who come onto school property shall be under the jurisdiction of the school administrator/designee. Individuals who come onto school property or who contact employees on school or district business are expected to behave accordingly. Specifically, actions that are prohibited include, but are not limited to:

1. Cursing and use of obscenities;
2. Disrupting or threatening to disrupt school or office operations;
3. Acting in an unsafe manner that could threaten the health or safety of others;
4. Verbal or written statements or gestures indicating intent to harm an individual or property; and
5. Physical attacks intended to harm an individual or substantially damage property.

The principal or his/her designee has the authority to exclude from the school premises any persons disrupting the educational programs in the classroom or in the school, disturbing the teachers or students on the premises, or on the premises for the purpose of committing an illegal act.²

The principal shall engage law enforcement officials when he/she believes the situation warrants such measures.

Associated Documents: [SAF-P011](#) – District Visitor Management System Procedure

Legal References:

1. T.C.A. §49-2-303(b)(4)
2. T.C.A. §49-6-2008



Department: Business Affairs
Policy Number: SAF-A015
Effective Date: 05/09/22

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
5/9/22		Initial Release

***** End of Policy *****